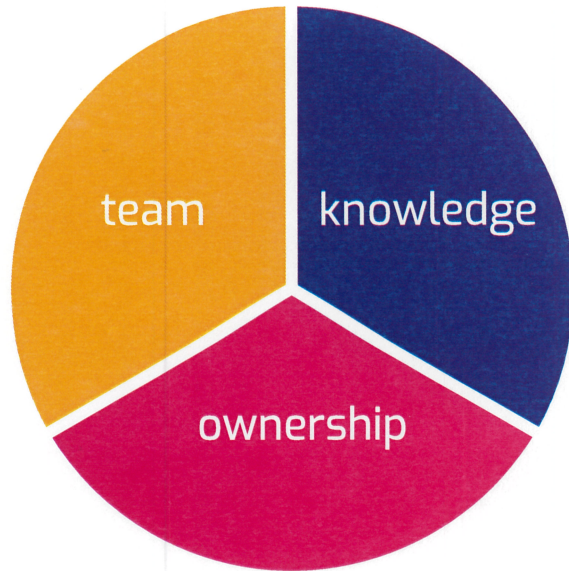


# Quality Policy



**MISSION:** We commit to provide world class operation of sales, installation, service and support of office equipment that fully satisfy our clients requirements.

**REQUIREMENTS:** Comply with all relevant legislation.

**CULTURE:** Ensure all staff are trained and briefed about our Quality Management System (QMS) so that they can implement the policies and procedures in their work.

Our behavior demonstrate: Team. Knowledge. Ownership.

**CONTINUAL IMPROVEMENT:** The effectiveness of both the QMS and the provision of our all services and products.

This will be achieved by:

- Establishing, implementing and maintaining the QMS.
- Setting and reviewing measurable quality objectives and ensuring those objectives are met.
- Providing the necessary resources and ensuring responsibilities and authorities are determined and communicated to all employees.
- Reviewing the effectiveness of the QMS and assessing opportunities for its continual improvement.
- Seeking structured feedback from our customers.
- Ensuring everything we do is always carried out in accordance with stated methods and customers' requirements.
- Having the Quality Policy available to all interested parties.

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